

8300

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

06/01/00
Revised

CLASSIFICATION SPECIFICATION

TITLE: FINANCE BUSINESS SYSTEMS ANALYST

DEFINITION

Under general supervision, to perform a variety of professional, technical, and analytical duties in the areas of financial system analysis and testing, system troubleshooting, and design and business policies and procedures design and implementation; to assist in the implementation of complex computer systems; to provide customer and user support; to assist in full utilization and assessment of future enhancement of existing software including implementation of vendor upgrades; to prepare and develop user training materials, procedural documentation, and user training; to provide highly responsible and professional assistance to appropriate management staff; and to perform related duties as assigned.

REPORTS TO: Controller or Finance System Project Manager, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Controller or project management staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in system testing, user documentation, and implementation of added Finance system features.
- Provide highly responsible system analysis; test and recommend system solutions.
- Communicate and provide highly responsive support to system users in all departments.
- Perform procedural audits and identify areas of efficiency.
- Analyze, test, and troubleshoot enterprise system problems and solutions.
- Develop user-training materials as appropriate.
- Define and conduct necessary user system training.
- Confer with system users and prepare studies regarding work flow or system modifications.
- Coordinate and perform testing of new systems, system enhancements, and modifications.
- Prepare activity and progress reports regarding project and training activities.
- Compile information and perform research related to operational problems and recommend appropriate solutions.
- Participate in the design and implementation of new and revised programs, systems, procedures, and methods of operation.
- Perform necessary procedures and daily activities to evaluate and ensure financial system data integrity.

QUALIFICATIONS

Knowledge of:

- Principles of Financial Administration.
- Sound business and finance policies and procedures.
- Principles of computer systems and procedures.
- Principles of internal control.
- Modern database applications and structure including financial, word processing, statistical, database, graphics, and spreadsheets.

Ability to:

- Analyze system/business related problems and develop logical solutions.
- Troubleshoot procedural and system problems and recommend solutions.
- Perform operational analysis of procedures.
- Develop written procedural and training material.
- Provide training to system users.
- Develop and execute sound functional testing procedures.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with system users and outside contractors.
- Establish and maintain effective working relationships with system users.
- Perform in order to meet tight deadlines.
- Recommend system and procedural solutions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in business, finance, computer information systems, data processing, or a closely related field. Up to four years of additional qualifying experience may substitute for the required education.

Experience: A range of two to three years of experience in a professional business environment in business and finance related activities with emphasis on automated systems implementation including policies and procedures; financial analysis; and troubleshooting and work flow enhancement.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Finance Business Systems Analyst

TO: Sr. Administrative Analyst